

THE CITY OF KNOXVILLE

# CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: [www.knoxvilletn.gov](http://www.knoxvilletn.gov)

7052

## Public Service Worker I

09/21/2016

(Entry-Level and Promotional)

Drug testing may be required

**ENTRY-LEVEL SALARY:** \$ 22,406 annually

**PAY GRADE RANGE:** \$ 22,406 - \$ 31,369 annually (Pay Grade 1)

*The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.*

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, October 3, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email [hbroyles@knoxvilletn.gov](mailto:hbroyles@knoxvilletn.gov) before the posting deadline.

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### JOB DESCRIPTION: Please See Attached Position Description

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#### MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Any combination of experience and/or education which would have enabled the applicant to obtain the required knowledge, skills and abilities.
- Valid Driver's License.

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#### EXAMINATION

The selection procedure for this classification consists of a Training and Experience Questionnaire (100% of final score).

*Note: Background checks will be conducted.*

**AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE**

**The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.**

**POSITION DESCRIPTION**  
**City of Knoxville**

<b>Class Title:</b> Public Service Worker I	<b>Working Title:</b> same	<b>PCN:</b>
	<b>Incumbent:</b> vacant	<b>Created:</b> 06/04/2008

**GENERAL DESCRIPTION**

Under immediate to general supervision, performs routine manual labor such as mowing grass; performs custodial/janitorial duties; and may operate departmental vehicles on a limited basis.

**ESSENTIAL FUNCTIONS**

Cleans culverts, drains, and ditches.

Mows grass, trims trees, rakes leaves, weed eats, mulches, seeds, and performs other lawn maintenance duties as required.

Uses power tools and hand tools to trim weeds, brush, and overgrowth.

Loads/unloads brush, litter and other debris.

Assists in flagging and/or directing traffic around a work site.

Participates in preparing for special events.

Mixes cement and repairs all types of holes as necessary.

Removes trash and other debris from creeks.

Performs custodial/janitorial duties and other related tasks as necessary to maintain city land, buildings, streets and rights-of-way.

Performs related work as required.

**MARGINAL FUNCTIONS**

May occasionally operate equipment which is typically the responsibility of Equipment Operators.

Participates in preparing for special events.

On a seasonal basis, plows snow and spreads salt on road surfaces.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of safety hazards and precautions.

Skill in the use of the various tools and equipment used in performing street maintenance activities.

Ability to understand and follow oral instructions.

Ability to read and follow simple written instructions.

Ability to perform heavy manual labor for extended periods of time in a variety of weather conditions (e.g., extreme heat or cold, rain, snow, etc.).

Ability to establish and maintain effective working relationships with other employees.

**PHYSICAL REQUIREMENTS**

This position consists of primarily medium work, requiring the incumbent to exert up to 50 pounds of force occasionally, and/or 20 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

### **MENTAL REQUIREMENTS**

This position uses some training and/or experience to select from a limited number of solutions the most appropriate actions or procedures in performing the job. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

### **MINIMUM REQUIREMENTS**

Any combination of experience and/or education which would have enabled the applicant to obtain the required knowledge, skills and abilities.

Possession of a valid Driver's License.

### **PREFERRED QUALIFICATIONS**

None indicated.